

DUTY STATEMENT

<i>Classification:</i> Energy Commission Specialist II (TED)	<i>Position No:</i> 5500-4185-009
<i>CBID:</i> R10	<i>Office:</i> Renewable Energy
<i>Date Prepared:</i> June 2, 2008	<i>Division:</i> Efficiency and Renewable Energy
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

The Energy Commission Specialist II (TED) is under the direction of an Energy Commission Supervisor II (TED) in the Efficiency and Renewable Energy Division's Renewable Energy Office. The incumbent will act as a prime resource expert and have lead responsibility for conducting the most highly complex technical and policy work relating to the California Renewable Portfolio Standard (RPS). This program was developed and is implemented in close coordination with the California Public Utilities Commission (CPUC), the state agency that shares responsibility in implementing the RPS. The Specialist II will assist in efforts to ensure that the Energy Commission (CEC) satisfies its roles and responsibilities in implementing the RPS and work collaboratively with the CPUC in their proceedings related to the implementation of the RPS. The CEC's responsibilities in implementing the RPS include:

- Certifying eligible renewable resources, including those generating out-of-state
- Developing and implementing an accounting system to verify compliance with the RPS

WORKING CONDITIONS

The work is performed in an indoor office and meeting room setting involving sitting, standing, and walking. Travel may be required to attend workshops, hearings and meetings. Additional hours beyond an eight-hour workday or forty-hour workweek may be required. While performing the duties described below, the incumbent will be required to work alone and/or in a team environment, using a personal computer and appropriate Energy Commission software such as word processing, data spreadsheets, electronic mail and Internet; participate in and lead meetings with other staff and with other agencies.

DUTIES AND RESPONSIBILITIES

- 40% Design and perform the most highly complex multi-disciplinary policy and technical analyses necessary for implementing the RPS. These activities will provide analytical bases to formulate recommendations. The incumbent will make recommendations to CEC Commissioners, Executive Office, Division management, CPUC Commissioners, and Administrative Law Judges regarding policies to foster the most efficient and cost-effective operation of the CEC's Renewable Energy Program in order to achieve the state's RPS goals and the optimal employment of Public Goods Charge funding. (E)
- 40% Act as prime resource expert and lead other staff to develop, and revise as necessary, RPS implementation guidelines, including soliciting public input, holding workshops and hearings, responding to comments, and ensuring that final guidelines are adopted in a timely basis. Respond to public inquiries regarding RPS eligibility requirements. (E)
- 15% Represent the Program and the Commission at stakeholder meetings, workshops, and conferences, giving presentations as warranted. Act as lead staff in RPS implementation proceedings at the Energy Commission and the CPUC as a member of CEC/CPUC collaborative staff. (E)

5% Perform other duties as required consistent with the specifications of this classification. (M)

I CERTIFY THAT I AM ABLE TO PERFORM, WITH OR WITHOUT THE ASSISTANCE OF A REASONABLE ACCOMMODATION, THE ESSENTIAL JOB DUTIES OF THIS POSITION.	
Signatures	
<hr/> i Energy Commission Specialist II (TED)	<hr/> Kate Zocchetti Energy Commission Supervisor II (TED)
Date	Date